



## EMPLOYMENT WITH RILEY COUNTY, KANSAS

Human Resource Division  
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Riley County offers a variety of benefits to all employees. These benefits are provided to help insure the health and well being of our employees, their families, and their futures. These benefits include:

### PAID HOLIDAYS:

Regular full-time and part-time Riley County employees receive the following days as paid holiday leave:

New Year's Day	Martin Luther King, Jr. Day
President's Day	Memorial Day
Independence Day	Labor Day
Veteran's Day	Thanksgiving Day
Thanksgiving Friday	Christmas Day
December 24th when December 24th falls on a Monday or Friday	
The afternoon of December 24th when December 24th falls on a Tuesday or Thursday	
December 26 <sup>th</sup> if it falls on a Friday	

### PAY INCREASES:

If funds are available, annual cost of living adjustments may be approved to the pay grade system. In addition, at the completion of a satisfactory annual evaluation, regular employees may receive a step increase within their position's grade. Pay increases occur during the first pay period of the year.

### VACATION AND SICK LEAVE:

Vacation and sick leave hours are acquired every pay period by regular full-time and part-time employees. The number of hours earned is based upon continuous employment that the employee has worked for the County. During the first year of employment, a regular full time employee will earn up to 96 hours of Annual Leave, which can be used for vacation, short term illness of three days or less, or for personal reasons. During the second year of employment through the tenth year, a regular full-time employee will earn up to 144 hours per year of Annual Leave. During the eleventh year and beyond a regular full-time employee will earn up to 168 hours per year of Annual Leave. Regular part-time employees earn a prorated amount of Annual Leave based on the number of hours worked each week.

All regular full-time and part-time employees also earn Extended Sick Leave hours each pay period up to an amount that equals 48 hours per year. Regular part-time employees earn a prorated amount of Extended Sick Leave based on the number of hours worked each week. Extended Sick Leave is used for a period of illness of an employee or a member of an employee's immediate family which lasts more than three consecutive work days.

### HEALTH AND DENTAL INSURANCE:

All regular employees that work a minimum of 1000 hours per year are eligible for health insurance through Riley County. An employee will become eligible to participate sixty days from the first day of the month following the date of hire. As an example: an employee is hired January 27th and then becomes eligible for health insurance on April 1st. Employee dependents will be eligible for coverage on the same date as the employee. Dependents acquired after the date of eligibility will be eligible for coverage on the date they are acquired. As a member of the State of Kansas Health Insurance Plans, health care networks include Blue Cross Blue Shield, Coventry and Preferred Health Systems. Each plan is available with a four-tier premium option: single, employee/spouse, employee/ children, and family. The employee's share of the premium will depend on the option selected and employment status as full time or part time. All plans include Caremark prescription drug benefit which provides for a co-pay of 20% for generic drugs and 35% for preferred brand name drugs. Other prescription drug coverage tiers may also apply.

Dental coverage, provided by Delta Dental, must have matching health insurance coverage.

Vision coverage is also available in two tiered premium options. An employee may enroll in Superior Vision as a vision only plan, as it is a separate plan.

For information concerning specific plan coverage and requirements, participating health care providers, and covered prescription drugs as well as prescription plan tiers, please visit the State of Kansas benefits web site for Non-State Groups at <http://www.khpa.ks.gov>

### ACCIDENT INSURANCE:

The County offers an optional Accident Insurance plan to full-time employees. The plan is available through AFLAC, and it includes direct payments for personal accident expenses (which includes emergency and ambulance expenses), wellness benefits, and accidental death and dismemberment benefits. The plan is available in a four-tier option: single, employee/spouse, employee/children, and family. Benefits are supplemental and are paid regardless of other insurance, and coverage can be kept on an individual basis if employment ends.

### CANCER INSURANCE:

Optional cancer insurance is available to full-time employees through AFLAC Insurance. Coverage is supplemental to any other insurance coverage and is available in a three-tiered option: for an individual, single parent family, and two parent family. Coverage can be kept on an individual basis if an employee separates from

County service. In addition, an employee may select a Specified Disease optional rider and/or First Occurrence Building Benefit optional rider for a minimal monthly charge.

#### **RETIREMENT BENEFITS:**

KPERS (Kansas Public Employees Retirement System) is a retirement plan administered by the State of Kansas for public employees. It provides retirement, long-term disability and death benefits for Riley County regular employees. Participation in KPERS is required by law for all regular employees who work over 1000 hours per year. Both the County and employee contributions to the retirement program are fixed by state statute. Interest is credited annually on June 30 per the member's account balance the preceding December 31. Employees are eligible to make application to withdraw their contributions plus interest 30 days after their last day on the County's payroll.

#### **BASIC LIFE INSURANCE:**

Basic Life Insurance is available to all full-time employees of the County when they become members of KPERS. The term life insurance is provided by the County and is equal to 150% of a member's annual compensation.

#### **OPTIONAL GROUP LIFE INSURANCE:**

Optional Group Life Insurance is available to all employees of the County when they become members of KPERS. The insurance is provided through Minnesota Life Insurance Company. Premiums are based on an employee's age, and the maximum is \$250,000 of protection.

#### **DEFERRED COMPENSATION PROGRAMS:**

All County employees may participate in the deferred compensation plans (457(b)) offered through ING/AETNA Retirement Services and Nationwide Retirement Systems (formerly PEBSCO). The amount designated by the employee is invested for the employee and is exempt from Federal income tax until withdrawn. The purpose of both plans is to encourage employees to save on a pretax basis and to build a financial reserve for retirement. Deferred compensation is an IRS-approved method for deferring Federal and some state income taxes on savings until retirement. Taxes are paid on the savings and earnings when withdrawn, usually during retirement when the employee is presumably in a lower tax bracket.

#### **FLEXIBLE SPENDING ACCOUNT:**

Riley County offers a Section 125 Cafeteria Plan Flexible Spending Account administered by AFLAC. This is an employer sponsored program that can save tax dollars by allowing employees to use before-tax dollars to pay for eligible benefits. Employees may elect to have a specified amount of dollars deducted from their salary to handle out

of pocket medical expenses and dependent care expenses they anticipate incurring over the year.

#### **OTHER OPTIONAL SUPPLEMENTAL INSURANCE PLANS**

The County offers additional supplemental insurance plans available to full-time employees through AFLAC. These plans range from short-term disability, long term care, to term life insurance. These plans are available in tiered options. Benefits are supplemental and are paid regardless of other insurance. Continuation of these benefits is available to separating employees. The level of coverage selected from each plan determines rates. Other optional plans may be offered from time to time as they become available.

#### **EMPLOYEE ASSISTANCE PROGRAM:**

Riley County provides an Employee Assistance Program (EAP) through Pawnee Mental Health which is available to all employees. The program is a confidential service provided to employees and their families. The program provides guidance and treatment referral services for employees with persistent personal problems or problems which affect job performance. The EAP offers help for a wide range of problems such as financial, legal, emotional, work-related problems, alcohol or other drug abuse, emotional and behavior disorders, family or marital issues, and various other personal problems. The program provides for referral to appropriate professional resources for assistance.

#### **COMPENSATORY TIME:**

Most regular Riley County employees may choose to receive compensatory time in lieu of monetary overtime compensation. "Comp" time is paid "time off" and is calculated at the rate of 1 ½ hours of compensatory time for each hour of overtime worked. "Comp" time can be banked up to a maximum of 60 hours (40 hours of overtime).

#### **DIRECT DEPOSIT OPTION:**

Direct deposit of payroll checks is available to all County employees. The Riley County payroll system operates on a bi-weekly basis.

#### **SAVINGS BOND OPTION:**

Riley County provides an opportunity for employees to purchase Series EE United States Savings Bonds. Savings Bonds are a contract evidencing a loan made to the United States. Bonds are a safe and secure way of saving, because they are backed by the full faith and credit of the United States. Series EE Bonds are an appreciation-type security that is issued for terms totaling 30 years. This means that its value increases as interest is added to the principal. Both principal and interest are paid in a lump sum

when the bond is redeemed. The minimum purchase price is \$25 for a \$50 bond.

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Riley County departments are made up of many different positions, and each one plays an important role in the delivery of services by the department. Several different categories of employment have been established within each department:

Regular full-time employee - One who works 40 hours per workweek.

Regular part-time employee - One who works less than 40 hours per workweek on a set basis.

Seasonal employee - One employed to work during a specific season or portion of a year not to exceed 270 calendar days.

As-needed employee - One who may be scheduled to work when a need arises.

Intern - An individual in a position that fulfills partial requirements for a degree.

Temporary employee - One employed to work for a maximum of 60 calendar days.

Grant Funded employee - one hired into a position created as a result of funding provided by a grant from an outside source and not one that has been included in a department's annual budget.

